



# DEPARTMENT OF EDUCATION


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## MEMORANDUM

**TO:** School Nutrition Supervisors  
Single Unit and Special School Administrators

**FROM:** Aimee F. Beam, MS, RD   
Education Associate, Nutrition Programs

**RE:** **SY 2023-2024 Operational Memo #12**  
**Verification Activities and Reporting**

As required by Federal regulations found in §245.6a, verification activities must be completed by all School Food Authorities (SFAs) subject to verification. **Only districts that are operating under district-wide Community Eligibility Provision (CEP), single-unit schools operating CEP, and Residential Child Care Institutions that do not have day-treatment students are exempt from conducting verification activities.** Please refer to SY 2023-2024 Operational Memo #10, Instructions for Completing Verification Activities, for further instructions about verification activities. As a reminder, verification activities begin on October 1st or the first working day of October. In addition, the deadline in which verification activities must be completed is November 15th.

The United States Department of Agriculture (USDA) requires each State Agency (SA) to report the verification results of their SFAs. This is done electronically through a USDA web-based program. In order for the SA to upload the information to USDA, we must compile the data that SFAs enter into the Verification Collection Report in DENARS.

All SFAs must complete the Verification Collection Report in DENARS regardless of whether you were required to conduct verification activities.

We are requesting that SFAs enter data into the Verification Collection Report on or before Tuesday, January 16, 2024. Remember, if you pulled meal benefit forms to verify for cause, they are not part of your verification sample and you do not include them in the field 5-5 "Number of Applications Selected for Verification Sample". If you verified any meal benefit forms for cause, you report that at the bottom of the form in "VC-1".

Additional information for the report includes:

- Section 3-2 and 3-3 of the Verification Collection Report should only include data for students in non-CEP schools.

- SFAs should include students directly certified for free school meals via Medicaid under line “3-3B. Students directly certified through other programs.” Do NOT include reduced-price directly certified students. Please note, your calculations for DC-Medicaid Free should be children who qualified for meals via Medicaid Free and not by any other program (e.g., unique to Medicaid and not also SNAP and/or TANF).

If you have questions or need assistance completing the Verification Collection Report, please call the office at 302-857-3356.

cc: Nutrition Team